

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 14 June 1956

FROM : Chief, Instructional Services Branch/SS/TR

SUBJECT: Weekly Activity Report No. 24
7 - 13 June 1956

SIGNIFICANT ITEMS

The Chief/Library Services Section/ISB has submitted to the DD/TR and the Executive Officer/TR, a proposal for the reorganization and central control of OTR library services.

OTHER ACTIVITIES

1. Overseas Training Support

Upon request from WE Division, DD/P, the Audio Aids Section is preparing a reference listing of selected training films for overseas use

2. Research and Bibliographies

a. Bibliography on India. A total of 550 selections have been made from the CIA Library catalog; the compilation of bibliographic materials is continuing.

b. [REDACTED] has requested that this week OTR submit for translation any outstanding foreign language materials which need to be translated to take advantage of unused budget monies allocated during FY 1956.

3. Printing and Reproduction

a. Distribution of the Catalog of Courses, June 1956 revisions (all catalogs), has been scheduled for the week of 18 June 1956. The revised long-term Schedule of Courses (Intelligence School) have been received from PSD/LO, and corrections were made.

b. The 11 June issue of the Instructors' Guide to Current References has been received from the Printing Services Division/LO and a regular distribution made.

c. Basic Tradecraft Manual, TR IM 2-6; in process at PSD/LO; estimated date of completion is 15 June. The Supplement to the BT Manual, TR IM 2-6a, was hand carried to PSD/LO for printing; estimated date of completion is the first week in July.

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d. Miscellaneous office notices and memoranda. 1,113 copies of 32 original pages were reproduced, collated and distributed.

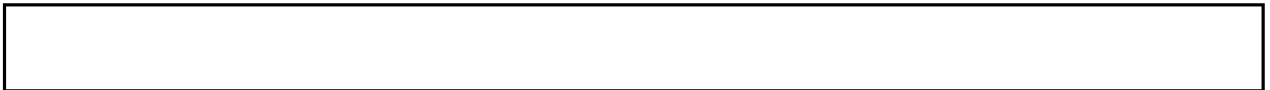
4. Attendance at the Language and Area Film Program

Russian	6 June	[] persons	
USSR	7 June		"
USSR	14 June		"

5. Personnel Items

a. The Career Development Plans for the ISB/SS personnel have been completed and forwarded to the Executive Officer/TR.

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c. Chief/ISB participated in the Instructor Training Course on 7 June. He presented a lecture on "Types of Audio-Visual Training Aids and Materials."



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